

MENTAL HEALTH INPATIENT PROGRAM MANAGER

DEFINITION:

Under general direction to plan, develop, implement and supervise the multi-disciplinary activities of a 24-hour mental health inpatient unit; and to perform related duties.

DISTINGUISHING CHARACTERISTICS:

This class differs from specialized clinical classes such as Psychiatric Social Workers or Clinical Psychologists in that incumbents have administrative and program responsibilities for the round-the-clock psychiatric, psychological and social work services of a 24-hour mental health inpatient unit. In some locations, Mental Health Inpatient Program Managers may also supervise nursing, clerical and other ancillary support staff. Positions in this class are found only in the Health and Human Services Agency, Mental Health Services, and report to a Bureau Chief or Hospital Administrator.

EXAMPLES OF DUTIES:

Plans, coordinates, directs and evaluates the delivery of services (e.g., Master Treatment Plans, and Discharge Planning) by multi-disciplinary mental health teams which include psychiatrists, other physicians, psychologists, psychiatric social workers, nurses, and mental health consultants and specialists; coordinates and maintains work schedules to ensure adequate 24-hour coverage; hires, trains, supervises and evaluates multi-disciplinary staff; develops appropriate clinical and administrative policies and procedures for the unit; participates in admission and discharge decisions; may conduct diagnostic interviews, assessments, case consultations and/or psychotherapy as needed and appropriate to license; participates in committees related to Quality Assurance, Joint Commission on Accreditation of Hospitals, licensing, staff training, medical records and Utilization Review; develops program budget and staffing needs; maintains necessary records and reports relative to the unit's delivery of services; coordinates unit activities and program requirements with other County Mental Health inpatient units, outpatient and day treatment services and related programs in other County departments and the community; may also supervise the delivery of other mental health programs that are an integral component of the unit.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Subject matter and special skills of one or more of the allied professions such as psychiatry, psychology, social work, marriage and family counseling and nursing.
- Federal, state, and local legislation governing 24-hour care administration (i.e. licensing, JCAH, etc.).
- Principles and practices of treatment and discharge planning in 24-hour acute care mental health facilities.
- Current mental health theory, practices and modes relative to children, adolescents, or adults.
- Principles and practices of supervision and training.
- Theory and practice of individual and group psychotherapy.
- Community resources used by consumers of mental health services.
- Patient's rights.
- County organization structures and functions.
- Budgeting and personnel procedures.

- The General Management System in principle and in practice

Skills and Abilities to:

- Plan, develop, implement, supervise and evaluate the multi-disciplinary activities of a 24-hour mental health inpatient unit.
- Practice professionally in a team setting.
- Integrate and communicate, both orally and in writing, complex psychiatric or psychological findings to persons with diverse backgrounds and interests.
- Plan, coordinate, review and evaluate the work of other mental health professionals and/or subordinates providing support services.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff and clients, families and other community agencies interfacing with the program.

EDUCATION/EXPERIENCE:

Education, training and/or experience which would clearly demonstrate the knowledge, skills and abilities stated above. An example of qualifying education/experience is: Completion of education and experience requirements of the State of California necessary to practice as a: Licensed Clinical Social Worker, Marriage, Family, and Child Counselor; Mental Health Nursing Specialist; Psychologist; or a Psychiatrist AND five (5) years of clinical experience, to include at least one (1) year of administrative responsibility on a mental health inpatient unit.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Candidates must be licensed by the State of California as a Clinical Social Worker (LCSW), or Marriage, Family, and Child Counselor (MFCC): Registered Nurse; Psychologist; or Psychiatrist.

Working Conditions:

May have contact with severely disturbed and potentially violent psychiatric patients, and patients with a history of chronic mental illness and mental retardation as a dual diagnosis.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.5).

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHS) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHS.